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STATE PROCUREMENT OFFICE
STATE OF HAWAII
OFFICE OF AND REQUEST FOR EXEMPTION
FROM CHAPTER 103D, HRS

1. TO: Chief Procurement Officer
 2. FROM: DBEDT / SMSD / CBED

Department/Division/Agency

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction:
 Co-sponsorship of:

1. 2009 Grants Forum - Kauai, June 2009. The Grants Forum provides information on general grant proposal development and provides information on a multitude of grant and funding sources for Hawaii organizations. In addition, these forums bring community-based organizations face-to-face with potential funders and are tremendous networking opportunities. Total budget is \$30,000. sponsors include: Dept. of Hawaiian Home Lands, Office of Hawaiian Affairs.

4. Name of Vendor: Council for Native Hawaiian Advancement
 Address: 1050 Queen Street, Suite 200
 Honolulu, HI 96814

5. Price:
 \$9,700

6. Term of Contract: From: 6/1/2009 To: 12/30/2009

7. Prior Exemption Ref. No.
 0

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State: Grantee Forums have other co-sponsors that have committed funds. In addition, no other community-based organization(s) are planning any similar activities in FY 2009 - FY 2010.

The CBED Program has limited funds to accomplish financial and technical assistance to community-based non-profit organizations statewide as mandated by Section 210D, Hawaii Revised Statutes. In order to accomplish the mandates, it is essential that the CBED Program find partners and activities that will help "leverage" state funds effectively and efficiently. Grantee Forums have a proven track record (last 2 years) -- of attracting more than 125 attendees per forum.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

CBED program staff has contacted by phone or informal meetings two other non-profit organizations who work with Hawaii's non-profit, community-based sector about the opportunities to plan and implement forums of this nature.

1. Hawaii Alliance for Community-Based Economic Development (HACBED) - Not currently focused on economic development. Focus of the organization has been on advocacy for legislation for asset-building and home ownership.
2. HANO - Hawaii Alliance for Non-Profit Organizations - Although planning a conference, focus is on organizational development, board training, new governmental laws covering non-profit organizations, etc., not on economic development, renewable energy, or workforce development..

10. A description of the agency's internal controls and approval requirements for the exempted procurement:
 Contract will contain quantitative measures of success, i.e., number of attendees, , number of community-based organization represented, etc. Contract will also require a progress report in the planning and implementation of the activities. Contract deliverables will be monitored by the CBED staff and payments will be authorized through CBED staff, division administrator and DBEDT fiscal division.

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:			
Name	Position	Involvement in Process	
Wayne Thom	CED Manager	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Dennis Ling	SMSD Administrator	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Ken Kitamura	Administrative Services Officer	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration

13. Direct inquiries to:	Department: DBEDT
	Contact Name: Wayne Thom
	Phone Number: (808) 587-2772
	Fax Number: (808) 586-2589

Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*



MAR - 9 2009

Department Head

Date

Reserved for SPO Use Only

15. Date Notice Posted 3/16/09

The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer
State Procurement Office
P.O. Box 119
Honolulu, Hawaii 96810-0119

Chief Procurement Officer's comments:

The agency is reminded that all awards over \$2,500 must be posted on the Procurement Reporting System.

16.

☒ APPROVED ☐ DISAPPROVED ☐ NO ACTION REQUIRED

 3/24/09
Chief Procurement Officer Date